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Approved For Release 2006/11/13 : CIA-RDP75-00399R000100190061-0

20 Aug 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Improved Federal Reporting and Reducing
Related Paperwork

REFERENCE : Memorandum from D/PPB to DD/S dtd 17 Aug. 70. *att.*
Same Subject.

1. In regards to John Clarke's proposal for implementing the reports study, I agree that as long as our first area of response will be on significant internal administrative/management reports the DD/S should take the leading role in developing the Agency's initial report.

2. I propose the following approach:

- A. Your concurrence on Clarke's draft memorandum for D/DCI's signature to the Deputy Directors.
- B. Urge that the DCI consider having Mr. Everett O. Alldredge (number three man at National Archives, bio data attached) brief the EXCOM on the importance of this program and the emphasis placed on it by the White House. Mr. Alldredge is currently doing this type of briefing to Federal Agencies and Departments at the Agency head level. I know from personal experience that Alldredge is a superb speaker and can "relate" to any level of audience of Federal Executives. I am confident that if he could have 30 minutes with EXCOM...(and an hour with the DD/S Office Heads at one of your staff meetings) he would make our task much easier in obtaining support and generate enthusiasm for this project. If you can obtain approval for Alldredge to speak to the EXCOM, I suggest this be scheduled soon after the DDCI letter is sent to the Directorates.

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C. As a fall back position in the event Mr. Alldredge can not brief EXCOM, I would urge that he make his presentation to the DD/S Office Heads at one of your regular Tuesday staff meetings. We could then invite the Executive Officers from DDI, DDS&T, and DDP, plus a representative from PPB and the IG.

25X1 D. [] appears to be the logical choice for Project Director; I will prepare a memorandum for your signature to the Deputy Directors to set up the "task force". We should urge that Directorate representatives to the "task force" be the Senior Admin Officer in the Directorate (or the Directorate Executive Officer); similarly operating components should designate their Chiefs of Supports as responsible officers for compiling the reports inventories and performing the review, analysis and justifications required in paragraph 4 and 5 of the BOB instructions. Component Record Management Offices would provide staff assistance to Support Chiefs, but the responsibility should clearly be placed on the Support Officers.

E. Our Records Administration Branch can provide staff support and guidance to the "task force", however given current work loads here in SSS, I am apprehensive about meeting the 30 October deadline. In any event I request you consider giving [] and me a bit of help by detailing [] to us until the initial report is finished.

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3. The above represents a general approach. If you are in basic agreement I will flesh out a more detailed plan of action.

[]
Deputy Chief,
Support Services Staff

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Attachment

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments